

**Executive Office of Public Safety & Security
Office of Grants & Research**



**Juvenile Justice Formula Grant Program
Availability of Grant Funds
Bidders Conference
January 6, 2012**

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Agenda

- Welcome
 - Diane DeAngelis, Director, Justice and Prevention Division, Office of Grants and Research
- Juvenile Justice Formula Grant Program Availability of Grant Funds Application Overview
 - Andrew Polk, Senior Program Manager
 - John Proctor, Fiscal Director
 - Corine Pryme, Budget Director
- Question and Answer Session

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Welcome

Diane DeAngelis, Director

— Justice and Prevention Division, Office of
Grants and Research

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Juvenile Justice Formula Grant Program

Andrew Polk

Senior Programs Manager

DMC Reduction Specialist

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Formula Grant AGF: Key Dates

Key Dates:

- Application Posted: December, 2011
- Bidders Conference: January 6, 2012
- Email questions by COB January 10, 2012
- Questions/Answers posted to EOPSS website: January 13, 2012
- Letter of Intent: January 17, 2012
- **Proposals due: Tuesday, February 7, 2012**
- Award Announcements: early-March 2012
- Grant Period: On or about April 1, 2012 – September 30, 2013
- Technical Assistance Workshop: TBD

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Juvenile Justice and Delinquency Prevention Act (JJDP)

- JJDP was enacted by Congress in 1974 to encourage states to implement policies and programs that support the healthy development of at-risk and system-involved youth and improve the effectiveness of juvenile justice systems in general

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Juvenile Justice and Delinquency Prevention Act, continued

- The JJDP created the Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- OJJDP administers, on a national level, the implementation of the of the JJDP
- OJJDP monitors states for their compliance with the JJDP core requirements and other aspects of the Act
- Under the Act each state must have a State Advisory Group (SAG) that oversees the implementation the goals of the Act on the state level
- In Massachusetts the SAG is the Juvenile Justice Advisory Committee (JJAC) which is comprised of experts appointed by the Governor
- The JJDP has been amended several times and is in the process of being re-authorized
- The JJDP authorizes Congress to set the amount of Formula Grant funds that will be allocated to the states each year

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Juvenile Justice Advisory Committee (JJAC)

- A Governor-appointed committee of juvenile justice experts that serves as the State Advisory Group as mandated by the JJDP
- Advises the Governor and legislature on juvenile justice matters and helps educate stakeholders and the public on key issues and priorities
- Has authority over how Formula Grant funds are used and will decide which applicants will receive awards

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Juvenile Justice Formula Grant Program

- Generally, states may use Formula Grant funds towards a variety of programs
- There are a total of 34 Formula Grant Program Areas
- Most programs fall under 3 broad categories: prevention, intervention or systems change
- The JJAC has chosen Alternatives to Detention and Disproportionate Minority Contact as the program areas for which people can apply for funds under this AGF

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Eligible Program Areas: Alternatives to Detention & DMC

- OJJDP defines Alternatives to Detention (Program Area #2) as: "Alternative services provided to a juvenile offender in the community as an alternative to confinement."
- OJJDP defines Disproportionate Minority Contact (Program Area #10) as: "Programs, research, or other initiatives primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a)(22) of the JJDP Act."

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Alternatives to Detention in Massachusetts

- Massachusetts' detention rates have declined consistently from 2003 – 2010
 - 2003: 5562 new admissions
 - 2010: 2983 new admissions

However, stakeholders (including the JJAC) maintain concern regarding the unnecessary or inappropriate use of detention (e.g. to get services for the juvenile) because detention has been shown to have harmful effects on youth

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Alternatives to Detention in Massachusetts: examples

- Juvenile Detention Alternatives Initiative (JDAI):
 - a model systems change initiative to reduce unnecessary detentions
 - In MA, overseen by the Department of Youth Services (DYS) and including numerous stakeholders
- Detention Diversion Advocacy Program (DDAP):
 - An intervention program for youth that provides supports to help them remain safely in the community and return to court when they would otherwise have been detained
 - Robert F. Kennedy Children's Action Corp. has implemented this program in Suffolk County
 - Organizations may want to consider DDAP or components of DDAP for possible replication

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DMC in Massachusetts

- Black juveniles are approx. 3.5 times as likely to be arrested, and 6 times as likely to be detained as white juveniles
- Latino juveniles are approx. 5 times as likely to be detained as white juveniles
- Between 2009 and 2010 detentions increased for Latinos though they decreased for every other group

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DMC in Massachusetts, continued

- DMC is a core requirement of the JJDP
- OJJDPs "DMC Reduction Cycle:"
Identification, **Assessment**, **Intervention**,
Evaluation, Monitoring
- The JJAC has a DMC Subcommittee
 - Recent efforts have focused on obtaining data from key stakeholders to identify the extent of DMC
 - The court will soon begin a quantitative assessment study to attempt to gain understanding of the causes of DMC

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Availability of Funding

- Total funding available is estimated at \$810,000

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Applicant Eligibility

State agencies, units of local government and/or private non-profit organizations are eligible to apply

A unit of local government is defined as a city, county, or town

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Required Proposal Components

- Cover Sheet
- Executive Summary (1 page limit)
 - Concise description of key aspects of the program, the community and clients it will serve and why it is likely to be effective in reducing juvenile detention and/or DMC

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Required Proposal Components, continued

- Project Narrative (6 page limit)
 - Need and demographics of the community and population to be served
 - Capacity to implement the program
 - Relevant experience
 - Description of program components
 - Research that validates effectiveness of program components
 - Knowledge of MA juvenile justice system
 - Knowledge of DMC and youth development
 - Knowledge of and relationships with stakeholders/partners
 - Ability to sustain program

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Required Proposal Components, continued

- Project Goals and Objectives (2 page limit)
 - Goals: intentions and desired outcomes; clear, attainable and measureable
 - Objectives: describe the specific activities that support the goals; describe intermediate results and accomplishments; project activity must answer: who/what will change; where will the change occur or event take place; when will the event occur; how will change happen

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Required Proposal Components, continued

- Progress Measurement (2 page limit)
 - Mechanisms that will be used to ensure project progresses as planned with goals and objectives, timeline and performance measures
 - How will information and data be obtained that show progress towards achieving goals? (e.g. surveys, interviews, staff observation, records review, etc.)

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Required Proposal Components, continued

- Implementation Plan and Timeline (2 page limit)
 - Detailed timetable and list of major tasks/activities
 - When and where project components will take place
 - Who will carryout the components
 - Estimated start and end dates for components

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AGF Attachments

- A: Cover Sheet
- B: Budget Excel Worksheet Form
- C: Letter Agreeing Not to Supplant Funds
- D: Authorized Signatory Listing Form (required for all applicants except state agencies)
- E: Certifications re Lobbying; Debarment, etc.
- F: A-133 Sub-Recipient Reporting- FY10 – unless sent
- G: A-133 Sub-Recipient Reporting Audit Findings (if applicable)
- H: Certification of Compliance with Regulations

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Required Proposal Components, continued

- Questions?

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Required Proposal Components: Budget and Fiscal Matters

John Proctor, Fiscal Director

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Preparing Your Budget

Proposal budgets may include the following cost categories:

- | | |
|---------------|-----------|
| • Salaries | Contracts |
| • Overtime | Travel |
| • Fringe | Equipment |
| • Indirect | Supplies |
| • Consultants | Other |

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Preparing Your Budget, continued

- Direct Costs (Direct) – Costs incurred by client service providers. Examples of direct costs are:
 - Salary costs for client service providers and their direct supervisors
 - Fringe benefit costs of client service providers
 - Travel costs incurred by client service providers
 - Office related costs incurred by client service providers
 - Costs for contracts/consultant services to provide client services.

Direct costs must be no less than 80% of requested grant costs

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Preparing Your Budget, continued

- Support costs (Support) – Costs incurred to support client service providers. Examples of support costs are:
 - Executive director's time overseeing the grant project
 - Legal support of client service providers
 - Fiscal support of client service providers
 - Human resource support of client service providers

Costs identified as support costs may be subject to approval and cannot exceed 20% of the requested grant costs.

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Preparing Your Budget, Continued

- A word on federally allowable fringe benefit costs...
 - Employer share of life insurance costs
 - Employer share of health insurance costs
 - Employer share of pension costs
 - Employer share of social security costs
 - Unemployment insurance costs
 - Workers compensation insurance costs

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Attachment F and G: A-133 Sub-Recipient Reporting Form and Audit Findings Form

- Annual, not grant specific

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Budget and Fiscal Matters

- Questions?

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Proposal Review Criteria

- Scores based on the proposal review criteria will help guide discussions and award decisions
- But will not determine the awards
- The grants review committee and the JJAC will also consider factors beyond the numerical scores of individual proposals (e.g. regional diversity, etc)

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Proposal Review Criteria, continued

– Need	15 pts
– Program Design	15 pts
– Disproportionate Minority Contact	15 pts
– Youth Development	10 pts
– Capacity	15 pts
– Sustainability	05 pts
– Management Evaluation	10 pts
– Financial/Budget	15 pts
Total	100 pts

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Proposal Review Criteria, continued

- Need
 - Provide evidence of the needs of the community to be served
 - e.g. delinquency rates, truancy rates, socioeconomic conditions, risk factors, etc.
 - Show a clear understanding of the community needs and specific needs of the client population

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Proposal Review Criteria, continued

- Program Design
 - Clearly articulated and feasible plan
 - Clear and attainable goals and objectives
 - If model program: strength of evaluation results of model to be replicated; proposed program's degree of fit with the model
 - If innovative program: theoretical link to existing research and evaluation results, ability to measure success, other information demonstrating potential effectiveness

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Proposal Review Criteria, continued

- DMC
 - Clear and specific explanation of how the program will address DMC
 - e.g. if an alternatives to detention program: evidence and/or theoretical basis as to how it will help prevent unnecessary detentions of minority youth
 - Are program components and staff infused with cultural competence and the intentional goal of reducing DMC?

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Proposal Review Criteria, continued

- Youth Development
 - Ability to incorporate a youth development model throughout all programming
 - Youth-centered, holistic, asset-based
 - Meaningful youth participation in arenas that impact their development
 - Caring relationships between youth and adults
 - Focus on positive youth outcomes and understanding that youth are resources

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Proposal Review Criteria, continued

- Capacity
 - Organizational capacity to carry out the proposed project
 - Agency qualifications and history
 - Ability to provide trained staff for successful implementation
 - Track record and commitment of management team
 - Evidence of collaboration with other relevant agencies, organizations and juvenile justice stakeholders

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Proposal Review Criteria, continued

- Sustainability
 - Ability to leverage funds into a long-term program
 - Solid sustainability plan beyond 18 month project period

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Proposal Review Criteria, continued

- **Measurement/Evaluation**
 - Clear description of performance measure data to be collected and the process by which it will be collected
 - This may include the output and outcome measures required by OJJDP and additional measures proposed by the applicant

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Proposal Review Criteria, continued

- **Financial/Budget**
 - Ability to achieve results with modest resources
 - A reasonable budget that directly relates to the described activities
 - Adequate detail for each budget item

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Proposal Review Criteria, continued

- Questions?

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Other Proposal Components

Memorandum of Agreement (if applicable)

A Memorandum of Agreement (MOA) should contain the following:

- Confirm the inclusion of the collaborating agency
- Clear outline of expected deliverables, timeframes, hours and rates of compensation
- Be signed by the authorizing official of both agencies and
- Defines each agency's role and responsibilities for the proposed project

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Other Proposal Components, continued

Letters of Support (recommended)

Letters of Support should include the following:

- Describe the basis upon which the supporter knows the applicant the applicants ability to operate a successful alternatives to detention program or DMC reduction program
- Letters must be on agency letterhead and signed by the authorizing official of the supporting agency.

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Final Checklist

- A completed Proposal Cover Sheet (signed in blue ink by the authorized official)
- Executive Summary (1 page)
- Project Narrative (6 page limit)
- Project Goals & Objectives (2 page limit)
- Progress Measurement (2 page limit)
- Implementation Plan & Timeline (2 page limit)
- Budget Details Worksheet, Summary Roll-up page and Budget Narrative
- Memorandum of Agreement (if applicable) and/or Letters of Support (recommended)
- Personnel Resumes and/or Job Descriptions
- Letter agreeing not to supplant
- Contractor Authorized Signatory Listing Form
- Certifications re Lobbying, Debarment
- A-133 Sub-recipient reporting form and audit findings (if applicable) – unless sent
- Certifications of Compliance with regulations
- Documentation of approved rates for fringe and indirect (if applicable)

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CCR and DUNS Registered

- It is now a requirement that recipients of federal funds register with the Central Contractor Registration (CCR) and Data Universal Number System (DUNS) Number
- If you are planning to apply for these funds, we urge you to complete these 2 steps now as they do take time to complete
- If you are already registered please be sure to verify that your status is “active” as you need to renew annually

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Assistance Post the Bidders Conference

The only allowable communications between the applicant and EOPSS between the time the AGF is posted until the proposal due date is:

- Verbal questions and answers given at the **January 6, 2012** bidders conference;
- Written questions submitted by e-mail no later than COB **Tuesday, January 10, 2012** to andrew.polk@state.ma.us;
- Written questions and responses posted to the Executive Office of Public Safety & Security website by Friday, January 13, 2012.

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Juvenile Justice Formula Grant Program

- **Letter of Intent**

- Applicants should submit a non-binding letter of intent to EOPSS by **Tuesday, January 17, 2012**
- The letter should include the following:
 - Applicant's name
 - Type of Organization, Agency or city/town, and
 - Purpose area intended to be addressed in the proposal.

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Application Timeline

- **Application Deadline:**
 - All proposals must be submitted to the EOPSS Office of Grants & Research no later than **4:00 PM on Tuesday, February 7, 2012**
 - **One original and five copies** of the proposal
 - Proposals must be signed by the authorized official in blue ink to assure authenticity (utilize Attachment A)
 - Mailed or hand delivered proposals will be accepted. No faxed or e-mailed proposals will be accepted.

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Key Requirements for Grantees - Overview

- Registration with CCR and DUNS
- Participation in the mandatory Technical Assistance Training
- Quarterly Financial & Progress Reports
- Quarterly and Annual Performance Measures
- Desk Reviews/Site Visits
- Notification to EOPSS regarding changes to the project
- No commingling of funds
- No use of funds for food or construction
- *Carefully review all additional grant requirements on pages 8 – 10 of the AGF*

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Federal Civil Rights Compliance

- In August 2011, the Department of Justice, Office of Civil Rights submitted a report to the Executive Office of Public Safety & Security (EOPSS), Office of Grants and Research (OGR). Based on the recommendations contained in this report, OGR is taking a number of steps to reinforce the oversight of Civil Rights compliance specific to Department of Justice grant programs.

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Federal Civil Rights Compliance, continued

- As a result, applicants for and recipients of DOJ grant awards should expect to see the following:
- Inclusion of Civil Rights citations in all Availability of Grant Funds for Department of Justice (DOJ) federal grants.
- Updating of OGR's General Subrecipient Grant conditions to include clarification on faith-based programming including updated equal protection language.
- Monitoring of subrecipient's compliance with civil rights. This will consist of completing a Civil Rights compliance checklist during the course of an award cycle.
- Development of a formal policy to respond to discrimination complaints from employees, clients, customers, program participants or consumers of EOPSS' grant funded recipients and subrecipients.

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Useful Links

Information on Model Programs:

- <http://www.ojjdp.gov/mpg/> - OJJDP Model Programs Guide
- <http://www.colorado.edu/cspv/blueprints/> - Blueprints for Violence Prevention (model programs)
- http://www.cjcj.org/detention_diversion_advocacy_program - Detention Diversion Advocacy Program (DDAP)

General Information on Juvenile Detention Matters:

- <http://www.aecf.org/majorinitiatives/juveniledetentionalternativesinitiative.aspx> - Juvenile Detention Alternatives Initiative (JDAI)
- <https://www.ncjrs.gov/pdffiles1/ojjdp/208804.pdf> - OJJDP Juvenile Justice Bulletin
- http://www.justicepolicy.org/images/upload/06-11_REP_DangersOfDetention_JJ.pdf - Justice Policy Institute (report)
- <http://www.njdc.info/pdf/factsheetdetention.pdf> - National Juvenile Defender Center (article)
- <http://www.juvjustice.org/> - Coalition for Juvenile Justice

Information on Disproportionate Minority Contact (DMC):

- <http://www.ojjdp.gov/dmc/> - Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- <http://www2.dsgonline.com/dmc/Default.aspx> - OJJDP DMC Reduction Best Practices Database
- <http://www.burnsinstitute.org/article.php?id=59> - The W. Haywood Burns Institute
- http://www.sentencingproject.org/doc/publications/jj_DMCfactsheet.pdf - The Sentencing Project

Juvenile Justice in Massachusetts:

- <http://www.cjj.org/#> - Citizens for Juvenile Justice
- <http://www.youthadvocacyproject.org/> - Youth Advocacy Department

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General Questions?

- Questions?